

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of assigned accounting system, function, or program area. Principles of lead supervision and training. Complex technical accounting principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting. Paraprofessional and technical knowledge of business/industry principles and practices for the area of responsibility. Generally accepted accounting principles. Automated accounting systems. Methods and techniques of used in the performance of duties and responsibilities specific to the area of assignment. Principles and practices of fiscal, statistical, and administrative record keeping and reporting. Methods and techniques for report preparation and writing. Methods and techniques of coding, verifying, balancing, and reconciling accounting records. Principles and practices of auditing. Mathematical principles. Principles and practices used in establishing and maintaining files and information retrieval systems. English usage, spelling, grammar, and punctuation. Customer service techniques, practices, and principles. Methods and techniques of proper phone etiquette. Modern office procedures, methods, and equipment including computers. Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee, organize, and review the work of assigned staff. Perform a variety of paraprofessional and technical accounting duties in support of assigned accounting system, function, or program area. Plan and organize work to meet changing priorities and deadlines. Establish and maintain internal control of assigned operations. Independently make decisions regarding procedural activities

or requirements. Oversee and participate in the performance of a variety of accounting, fiscal, and statistical record keeping duties including the preparation, maintenance, and reconciliation of a variety of records and files. Oversee and participate in the preparation of a variety of administrative and financial reports. Research, compile, and interpret a variety of information and make appropriate recommendations. Perform mathematical calculations quickly and accurately. Implement and maintain filing systems. Work under steady pressure with frequent interruptions. Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports. Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs. Work cooperatively with other departments, City staff and officials, and outside agencies. Operate and use modern office equipment including a computer and various software packages.

SALARY AND BENEFITS

The salary schedule is a five-step range: Accounting Specialist - \$5,839.29 – \$7,097.69 monthly. Benefits include: employer payment up to \$1,326.63/month towards health insurance premium and full family dental and vision insurance, up to 26 days vacation per year depending upon years of employment, fourteen holidays, \$20,000 term life insurance with \$40,000 accidental death insurance, retirement plan under the Public Employees Retirement System (PERS), long term disability insurance, voluntary flexible benefits plan, and the choice of three voluntary deferred compensation plans.

SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE qualifications will be notified to participate in the examination process. The examination process may include a written test, hands-on

computer test, oral interview, pre-employment physical examination, and/or background investigation. Travel costs are at the applicant's expense. All applicants will be notified by mail or telephone whether or not they are invited to participate further in the selection process. Candidates placed in this position will be fingerprinted.

Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. If special accommodations are necessary at any stage of the examination process, notify this department in advance and every attempt will be made to consider your request. The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change.

IMMIGRATION REFORM / CONTROL ACT

To comply with the Immigration Reform and Control Act, effective November 1986, all potential employees will be required to provide proof of U.S. citizenship or authorization to work in the United States.

APPLICATION PROCESS

Required City application and supplemental questionnaire may be obtained by visiting the website www.brentwoodca.gov; calling 925-516-5191 or in-person at Brentwood City Hall, 1st floor Payment Center, 150 City Park Way, Brentwood, CA 94513 from 8:00 a.m. to 5:00 p.m. **Application and supplemental questionnaire must be received by Human Resources by the application deadline. Application deadline 4:00 p.m., Friday, September 18, 2015. Faxes, emails and postmarks will NOT be accepted.**



Invites applications for:

Accounting Specialist

**Supplemental Questionnaire
Required**

Monthly Salary:
\$5,839.29 – \$7,097.69

**APPLICATION DEADLINE
4 p.m., Friday, September 18, 2015**

Brentwood City Hall
Human Resources
150 City Park Way
Brentwood, CA 94513

Applications may be mailed to the address
above or hand-delivered to:
Brentwood City Hall, 1st floor Payment Center
See "Application Process" for details.

**The City of Brentwood is an
EQUAL OPPORTUNITY EMPLOYER**

THE CITY

Brentwood is a pleasant, progressive and growing city of approximately 53,000 residents in Eastern Contra Costa County. Brentwood is located in a smog-free valley close to the Delta waterways. The community is served by an excellent school system with new campuses planned in the near future. Los Medanos Community College is located a short distance away. Housing opportunities are varied and affordable.

THE POSITION

The current vacancy exists in the Business Services division of the Administrative Services Department. The ideal incumbent will be self-motivated and project-oriented to successfully complete duties which include financial information monitoring; developing, preparing and customizing budgetary and financial reports utilizing report writing software; assisting in the design, preparation and review of department publications; performing the required accounting for investments; preparing accounting and analysis for internal service funds; accounting for and reconciliation of cash accounts; and special projects and analyses as assigned.

SUMMARY DESCRIPTION

Under direction of assigned supervisory or management staff, performs specialized technical accounting duties at a paraprofessional level; oversees and participates in the more complex and difficult technical accounting work of staff responsible for financial record keeping and reporting duties in support of assigned accounting system, function, or program area; performs the full range of para-professional accounting duties in support of assigned accounting system, function or program area including those involved in the preparation, processing, maintenance, and verification of budgetary, financial/accounting, and statistical documents and records and the preparation of various reports, statements, and special projects; and

provides technical expertise and assistance to other staff and the general public related to area of assignment.

DISTINGUISHING CHARACTERISTICS

The Accounting Specialist is a paraprofessional class performing a full range of advanced journey level duties and responsibilities with a high degree of independence and with minimal supervision and instruction. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including assuming responsibility of an accounting process or system and exercising considerable judgment in decision-making in day-to-day operations. Positions in this class may have responsibility for overseeing a specialized accounting function and supervising the work of lower level clerical and technical accounting staff. Incumbents are required to have knowledge of City policies and procedures, good problem solving and organizational skills, the ability to exercise sound judgment within established guidelines and sound knowledge of assigned area.

REPRESENTATIVE DUTIES

To view all, please visit www.brentwoodca.gov

- Oversees, plans, trains, and reviews the work of staff responsible for performing technical accounting duties in support of assigned accounting system, function, or program area; participates in performing the most complex work of the unit.
- Trains assigned employees in their areas of work including work methods, procedures, and techniques.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Researches and recommends

improvements to processes and technologies related to area of assignment; participates in the implementation of software updates and changes; coordinates with vendors to implement new software conversions.

- Oversees and participates in the preparation, maintenance, and/or verification of a variety of accounting, financial, and statistical records, ledgers, logs, and files; oversees and participates in gathering, assembling, tabulating, entering, checking, verifying, balancing, adjusting, recording, and filing financial data; oversees and participates in coding data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolves discrepancies; establishes and maintains various files and records.
- Oversees and participates in generating and preparing a variety of financial, accounting, and statistical statements, analyses, documents, and reports required for management reporting by utilizing both manual and computerized spreadsheet applications; assists other accounting staff and departmental management in the preparation of reports and presentations to City management and the City Council; researches and gathers information from a variety of sources for the completion of forms or preparation of reports.
- Oversees and participates in the performance of a full range of customer service duties related to area of assignment; provides information to the public and City staff requiring the use of judgment and the interpretation of policies, rules, and procedures.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office

setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such.

EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in bookkeeping, accounting, business administration, or closely related field.

Experience:

Five years' experience performing increasingly responsible accounting support services including two years of technical accounting experience related to area of assignment and comparable to an Accounting Technician with the City of Brentwood.